

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE C-16
NO.PAGE
NO. 1.

1. Requesting Agency

DORCHESTER COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CORRESPONDENCE

This file consists of correspondence with individuals, County Officials, State Departments, other counties, etc., concerned with the functions of the Board of County Commissioners.

It is arranged by subject and alphabetically therein and occupies 8 drawers (12 cubic feet) in the office for the period 1944 to date. An additional accumulation for the years 1912-1914 occupies 2 cubic feet in the basement vault. The annual rate of accumulation is approximately 1 cubic foot. An estimated 4 cubic feet will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR SIX YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved Hall of
Records Commission*
2. TRIAL MAGISTRATES MONTHLY REPORT

This monthly report (16" x 18") is submitted by Trial Magistrates with a check covering the county's share of fines collected. The form shows docket number, defendant, complainant, offense, penalty, and any court costs. It also shows the distribution of funds, i. e., to the Department of Motor Vehicles, Clerk of Court, Notary Publics, Comptroller of the Treasury and County Commissioners. The reports are filed chronologically from 1939 to date and occupy 1 cubic foot. The report is necessary for audit. An estimated 1/2 cubic foot of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

M. B. ...
Signature

President
Title

Jan. 25, 1955
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Feb. 10, 1955
Date

M. S. ...
Archivist

14 1955
Date

McL...
Secretary

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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

3. COMMITMENT PAPERS

These papers consist of:

- Authorization of the County Commissioners to hospitals to receive patients. It is prepared in duplicate. The duplicate copy is retained (5" x 7") in the file.
- Form No. FLSC 1, (8½" x 11"), Application for Hospitalization of mental patient. The form is signed by a relative of the patient, endorsed by other relatives, and is notarized.
- Occasional correspondence, dispositions, and affidavits are attached to the forms. The papers for the period 1902 to date occupy 4 document type drawers (1 cubic foot).

RECOMMENDATION: RETAIN PERMANENTLY

*Approved Hall of
Records Commission*

4. ASSESSMENT CARDS

The material in this file consists of 8" x 10" property cards. A different type card is used for each of the three classes of property assessed. These are: Zoned or income producing property, (blue); farm and rural, (yellow); and residential, (white). The assessment information is completed by the assessors at the time the property is assessed or reassessed. Information on the card is a detailed description of the land and improvements. Changes in property ownership or improvements are indicated on the card at the time the Assessment Office is notified. The cards are used in preparation of the assessment docket. They are filed by district and subdivision, and occupy 12 drawers (18 cubic feet) for the period 1950 to date. An earlier form (8" x 10") occupies 23 drawers (14 cubic feet) for the years 1939 to 1950. Upon approval of this schedule, an estimated 14 cubic feet of material will be destroyed.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

5. BEER APPLICATIONS

Applications for beer licenses are renewable annually. They are filed alphabetically and show name of applicant, place of business, type of license, etc. The file occupies 2 drawers (½ cubic foot) for the period 1934 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN WHILE LICENSEE REMAINS IN BUSINESS AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

6. VAULT SHEETS

A security copy of the information on the tax Levy Card (See schedule

APPROVED BY
BOARD OF PUBLIC WORKS
FEB 14 1955

*Approved Hall of
Records Commission*

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6. Recommendation of Hall of Records and Board of Public Works.

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m
No.

No. C-20, Item No. 3), and Assessment Docket is retained by the County Commissioner in their first floor vault. This information, typed on what is termed Vault Sheets, includes name, address, description of property, district number and the assessments. There is no value attached to them after the recommended period.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. PERSONAL PROPERTY SCHEDULES

This 8 1/2" x 28" form, folded to form a 3 1/2" x 8 1/2" document is filed by all property owners in the County. The assessment is also entered in the Real Estate Assessment Docket. Dorchester County assesses household furnishings as well as business and farm inventories and equipment. Schedules for the years 1939 - 1946 occupy 2 cubic feet in the basement vault and 30 document drawers in the first floor vault for the period 1947 to date. There is no value to the schedules after the new assessment is made. Approximately 2 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

3.

VOUCHERS (GENERAL)

Vouchers in this file are for payments made from County Funds other than Roads Board Funds. (Roads Board Vouchers are the subject of Item 9 of this schedule.

The Vouchers of this file are a two-sided 7-1/4" x 8 1/2" form, filed folded, forming a 3 1/2" x 8 1/2" document. The face of the voucher shows the date, Voucher Number, check number, (the check number, voucher number, and warrant number are always the same), Payee, the fund and account and account number charged with the payment, the amount, date of approval and signatures of the County Commissioners and Treasurer. The inside of the folded document gives the purpose for which the payment is being made, the name of the payee and the signature of the Clerk to the County Commissioners. Any vendor's invoices are attached to the voucher. All payments from County Funds require the preparation of a voucher. The vouchers are used for the distribution of charges to the various funds and accounts of the county; it is necessary for audit purposes; and is used in the preparation of the paying warrant and voucher register. The vouchers and attached invoices are filed in numerical order. Those for the years 1936 - 1946 are located in 3 large pasteboard boxes in the County Commissioners basement vault (County Court House) and those since 1946 are filed in 37 document type drawers in the first floor vault. An estimated 9 cubic feet of material will be disposed of upon approval of this schedule. The recommendation below includes the invoices as well as the vouchers.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

PROVED BY
BOARD OF PUBLIC WORKS
FEB 1 1955

J. McArthur
Secretary

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9. VOUCHERS - COUNTY ROADS BOARD

Vouchers ordering payment from County Road Board funds show on one side the date, voucher number, payee, amount, and signatures of members of the Board; on the reverse the purpose of the payment, the payee and the certification of the Clerk to the Roads Board. Any vendor's bills or invoices are attached to the voucher. The vouchers are necessary for audit; are used in the preparation of the checks, voucher register and the warrant. (The check, voucher and warrant numbers are always the same.) Vouchers are prepared for all expenditures of Roads Board Funds. The vouchers for the period 1947 - 1950 are in the basement vault and occupy 3 cubic feet. Those from January 1950 to date occupy 34 document type drawers in the office vault. An estimated 3 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.

*Approved Hall of
Records Commission*

10. WARRANTS

There is no difference in the handling of Warrants for payments from the Roads Board Funds and County Commission Funds. They are prepared in triplicate, the original goes to the payee, the top third of the form is the check, the middle third is the payee's copy of the statement and the lower third goes to the Treasurer. The duplicate of the Warrant is the Treasurer's copy. The triplicate is retained by the County Commissioners in post-binders in numerical order.

The triplicate (Commissioners' copy) is used in the preparation of the voucher register and for audit purposes. The order for payment is noted in the minutes of the Commission. This copy of the warrant occupies 2½ cubic feet (6 post-binders) for the period November 5, 1942 to July 15, 1946, in the basement vault, and 5 cubic feet in the office vault, July 15, 1946 to date. The annual rate of accumulation is less than one cubic foot. An estimated 4½ cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

11. VOUCHER REGISTER - SINCE SEPTEMBER 10, 1940
WARRANT REGISTER - PRIOR TO SEPTEMBER 10, 1940

The voucher or warrant register indicates the voucher, warrant and check numbers since September 10, 1940. Prior to that date only the warrant number was given. The number of the warrant, voucher, and check have been the same since 1931. Also shown on the register is the payee, amount and the account to which the payment is charged. The register, prior to September 10, 1940, is a 13" x 17-3/4", one sided page with 11 different accounts. There are only 3 entries

*Approved Hall of
Records Commission*

Date FEB 14 1955

APPROVED BY
PUBLIC WORKS

McL...
Secretary

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per page in this series. After that date, it is 1½ pages (4 sides) the full page measures 12½" x 17", the half-page 11" x 12½". There are 21 accounts in this series with space for 38 single line entries per page. Registers for the period May 2, 1931 to September 10, 1940, are in the basement vault. In this group there are 5 volumes in post-binders and one loose volume. Since the latter date, they are in the office vault.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date FEB 14 1955

McLuskey
Secretary